

Rutland County Council

Job Description

Job Title:	Assistant Care Manager
Grade:	5/6 £21,589 - £26,317
Department:	People
Team:	Prevention & Safeguarding
Line Manager:	Senior Practitioner

Purpose of the Job:

To complete social care assessments and undertake short term casework of Rutland residents in the community and other care settings.

To commission care services according to assessment outcomes and eligibility in relation to the Care Act.

To participate in the Adult duty rota - this is the single point of contact for referrals for Rutland Adult Social Care. Where necessary undertake crisis intervention where enquiries indicate the need for immediate risk management.

Key responsibilities:

1. To carry out home and care home visits and consult with service users, carers and relevant agencies and professionals.
2. To alert the Team Manager to any safeguarding concerns.
3. To ensure assessments and support plans are carried out in a person centred and outcome focused way.
4. To advise on the use of personal budgets and direct payments.
5. Where appropriate, to assist customers to maximise their independence.
6. To undertake any necessary adjustments or to cease care packages in accordance with both the Department's Eligibility Criteria and Operational Guidance and the needs of the service user.
7. To commission and make arrangements for the provision of new services when needed or refer on to other appropriate agencies.
8. To maintain efficient and effective liaison with all Departmental Staff and other Independent and Voluntary Agencies.
9. To maintain accurate case records and to prepare any required reports.
10. To maintain accurate statistical data and the Department's computerized information system.



11. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications	Good general education
Experience	Experience of safeguarding adults Experience of maintaining effective and confidential records
Knowledge	Working knowledge of people with care and support needs. Knowledge and awareness of the statutory, independent or voluntary sector. Knowledge of relevant legislation and recent developments in social care.
Skills	Ability to undertake social care assessments, provide outcome focused support plans, monitor and review the outcomes of the plans. Ability to work within a policy and legislative framework. Good communication skills and IT skills. Ability to assess and manage risks. Ability to work in partnership with other professionals/agencies. Able to organise and prioritise own workload. Be able to contribute to the development of the Adult Social Care Team. An ability to develop and change in the light of the changing health and social care policy environment.
Values	Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice. Able to demonstrate ability to practice in an anti-discriminatory manner

